

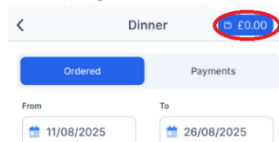
# School Payments Update – Please Read Carefully

We have now transferred all balances from ParentPay to My Child at School (MCAS).

There are few important changes to note for the coming year, these are listed below:

## School Dinners

- School dinners will now be recorded on MCAS instead of ParentPay. All balances have now be transferred over.
- You can view your child's dinner money balance by clicking on 'Dinner' from the Home page and it will be displayed in the top right-hand corner. You can also top up your balance from this page.



No data found!

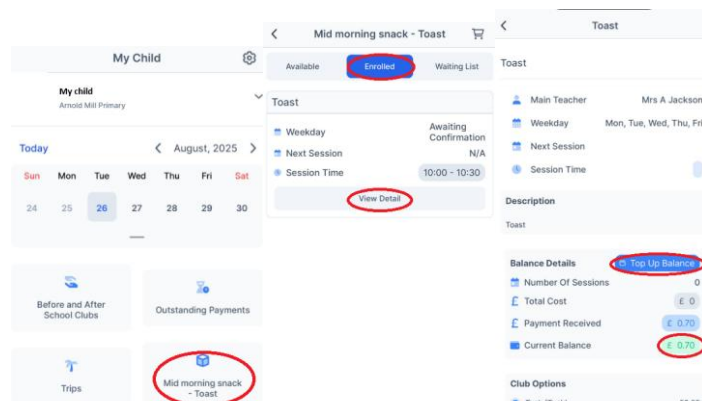


## Tuck – now to be ordered by parents on MCAS

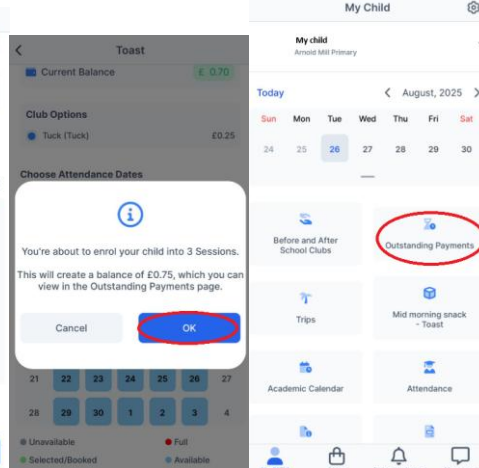
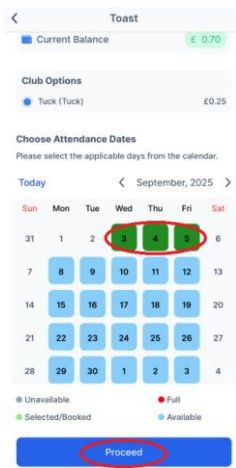
- To simplify the classroom registration process in the classroom each morning, we will now only be offering the option of toast for tuck at a cost of 25p. Parents may alternatively send their child to school with a healthy snack.
- **IMPORTANT:** Toast will need to be **ordered by parents via the MCAS app by 9.00am at the latest**. Any orders placed after this time may not be fulfilled. Tuck can be ordered in advance, but don't forget to cancel if it is no longer required due to absence.

### How to order toast:

- Select 'Mid-morning snack - Toast' on the MCAS app/website.
- You will then see a page with 3 tabs, click on 'Enrolled' and then 'View Detail'.
- You will then be able to see your current balance and top up your balance if you don't have sufficient funds.



- Scroll down and select which days you wish to order toast for and click proceed.
- You will then see a message telling you what your balance will be. If you haven't already done so, make a payment from the home page by selecting 'Outstanding Payments'.



- To cancel an order, just select 'Mid-morning snack - Toast' and click on the dates you wish to cancel, an 'X' will appear. Click on 'Proceed'.
- You will then be given your new balance, which can then be used for future purchases.
- Please note: it is a parent's responsibility to cancel any bookings made in advance if a child is absent. School will not automatically cancel orders on your behalf.



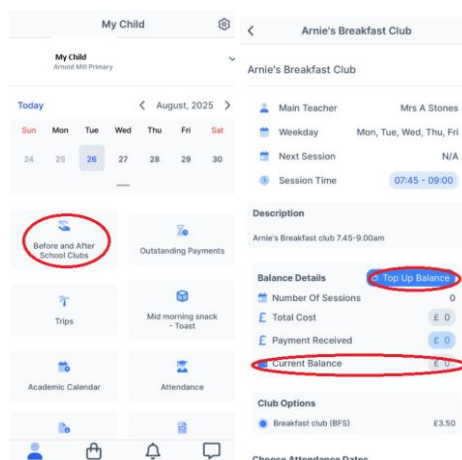
## Wraparound Care

Arnie's Breakfast Club/Millie's after school clubs (please see separate note regarding Tax Free Childcare\*)

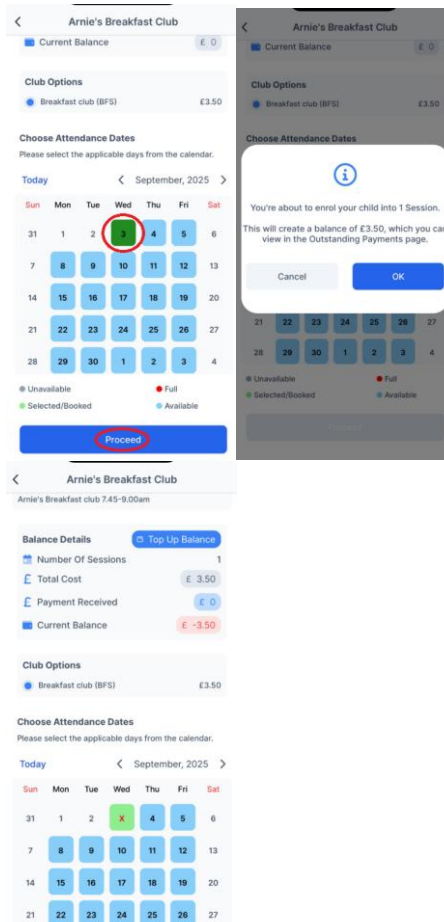
We ask that you book and pay for these via the app (this includes Arnie's Breakfast Club which you previously didn't need to book into).

### How to book sessions:

- Select 'Before and After School clubs' on the MCAS app/website.
- You will then see a page with 3 tabs, click on 'Enrolled', select the required club by clicking on it.
- You will then be able to see your current balance and top up if you don't have sufficient funds.



- Scroll down and select the dates you wish to book for and click 'Proceed'.
- You will get a confirmation message at this point.



- To cancel a booking, just select the relevant club, click on the dates you wish to cancel, an 'X' will appear. Click on 'Proceed'.
- You will then be given your new balance, which can then be used for future purchases.
- Please note: it is a parent's responsibility to cancel any bookings made in advance if a child is absent. School will not automatically cancel orders on your behalf.

#### \*If you pay using Tax Free Childcare

- We are still waiting for the new academised school to be registered with the relevant voucher schemes. Hopefully this won't be much longer and we apologise for the delay, but this is completely out of our control. We will let you know once this has happened.
- Once payments are back up and running, we would ask that you complete a form each time you make a payment through the voucher scheme. We will then manually enter the balances onto the relevant club.
- Due to the amount of administration involved in processing these payments and reconciling them to the bank income, we are unable to accept payments of less than £20 at a time. You can pay as far in advance as you wish and any positive balance will sit on your account until used.

### 30-Minute free Breakfast Club

- To book, select 'Before and After School Clubs' on the MCAS app/website and then select 'Free Breakfast club'.
- You will then see a page with 3 tabs, if nothing is showing under 'Available' please click on 'Enrolled' you can then choose which club you wish to enrol onto and select the dates.